

EXTERNAL - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Business Standards

Bureau: Building and Measurement Standards

Date Posted: 02/15/2008

Job Category: Construction and Extraction

Position #: 66205062

Position Title: BUILDING INSPECTOR LEVEL II

Location: GLASGOW

Job Status: Full Time Permanent

Salary: \$29,245.00 to \$40,144.00

Salary Unit: Year

Additional Applicants' qualifications will be assessed based on minimum qualifications

Salary Info: and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 5

Closing Date: 03/07/2008

Supplement
Required: Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

This position performs building codes inspections and covers 14 counties in northeastern Montana; Blaine, Fergus, Phillips, Petroleum, Valley, Garfield, McCone, Prairie, Wibaux, Dawson, Richland, Roosevelt, Daniels, and Sheridan counties and requires extensive travel and occasional overnight stays. Glasgow is the preferred home base but other towns in the given work area will be considered. Upon date of hire, the successful applicant is eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependant coverage and supplemental options available at an additional cost); 15 working days of vacation; 12 working days of sick leave; and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of

employment (vesting criteria applies). For more job details and application materials see <http://dli.mt.gov/jobopenings/>.

Duties:

Within assigned geographic area, inspects permitted projects under construction for compliance with the IBC, UPC, IMC, and companion codes, administrative rules and state laws. Assures that all projects are inspected and finalized. Provides key foundation, framing, energy, plumbing, mechanical, and other inspections of projects on an as-needed basis. Checks construction in progress for compliance with the State Code and approved plans and completes appropriate inspection reports, issues notices of violation as needed, maintains contact with the supervisor regarding compliance problems found and coordinates with other Bureau inspectors. Assures that all violations observed are corrected and, if necessary, referred to the supervisor. As necessary, in the field, issues building permits for minor projects. Files weekly itinerary forms. Investigates complaints and conducts requested inspections for compliance with the IBC, UPC, IMC, and companion codes, administrative rules and state law. Assists in enforcing plumbing licensure law and administrative rules.

Competencies:

The successful candidate should have knowledge of a Journeyman level of building, plumbing and mechanical practices and methods as well as inspection techniques. The ability to acquire knowledge within a reasonable period on the job of the State's building code statutes and administrative rules, current adopted editions of the International Building Code (IBC), IEBC Standard, ANSI A117.1 Accessibility Standards, IMC, UPC, International Energy Conservation Code (IECC), International Residential Code (IRC), and must have the ability to interpret same. The ability to read and interpret plans and have a general understanding of common construction terminology; plan and schedule for efficient and timely completion of inspections, assigned work meeting deadlines, and priorities; perform thorough inspection work to determine source of violation and recommend effective course of action to bring project into compliance; complete plan and specification reviews for all types, uses, and sizes of building, for compliance with the IBC, UPC, IMC, and companion codes, and prepare written plan review comment letters and evaluate technical responses; communicate effectively orally and in writing; and to establish and maintain effective working relationships. Must have competencies in integrity; relationship management; customer focus; flexibility; planning, prioritizing and goal setting; continuous learning; conflict management; and quality. The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Necessary knowledge, skills, and abilities are typically acquired through a combination of education and experience. Coursework includes field of study in architecture, engineering, or construction or other closely related field. Experience includes construction trade of building, plumbing or mechanical that includes some experience at a level of project superintendent or equivalent. Experience must include working knowledge of International Building Code, International Residential Code, International Energy Conservation Code, International Existing Building Code, International Mechanical Code and Uniform Plumbing Code. Must possess an International Code Council (ICC) certification as a Building Inspector, Commercial Mechanical Inspector, and Uniform Plumbing Inspector (IAPMO) certification. In addition, a valid Montana driver's license is required.

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications

and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide a copy of verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.
5. Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov/jobopenings/> . Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. Please describe in detail your experience in performing plumbing, mechanical, and building inspections. Include a list of jurisdictions you have inspected for, which inspections performed, and for how long.